

Description of Position	TITLE OF POSITION: ADMINISTRATIVE ASSISTANT / SECRETARY (Unclassified)	
	SALARY RANGE: (821A) \$36412-\$41710	CLASSIFICATION CODE: 00444100
	Labor & Training Executive	REFERENCE POSITION NO.: 168050101- # 03805
	Department or Agency Name Division/Section/Unit	APPLICATION PERIOD: 4/25/06 through 05/01/06
	Assignment(s) / Comments	
General Information to Candidate	Job Location: 1511 Pontiac Avenue Cranston, RI 02920	
	Shift and Days: Mon-Fri 8:30am-4:00pm Non-Standard	
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>x</u> _____	
	Name of Bargaining Unit Union: _____	
Statement of Duties	There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position See A/B or Both for Specific Instructions	
	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service Name of department where you are currently employed Your business telephone number Present Union Affiliations 	
Minimum Education & Experience	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
Where to Apply	DUTIES / RESPONSIBILITIES:	
	To serve as Administrative Assistant and Secretary to the Director of the Department of Labor & Training by answering all types of verbal and written inquiries of an administrative nature. Proficient knowledge of executive office functions. Review correspondence, memoranda, statements, forms and records for content and compliance with administrative procedures. Arrange conferences and meetings with other state officials as well as representatives of other public, private and professional organizations. Take and transcribe notes of a general and confidential nature including staff meetings, conferences, hearings, speeches and telephone messages. Possess a working knowledge of software programs including but not limited to MS Word, Access, Excel, Powerpoint.	
Where to Apply	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	EDUCATION: Such as may have been gained through: graduation from a senior high school supplemented by completion of courses in the principles and practices of office management; and EXPERIENCE: Such as may have been gained through: considerable employment as an office manager in an office served by the chief executive of a state department or a large business or corporation with total responsibility for the various office support functions. OR , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	<div> <div> Deborah A. George Human Resources Administrator Human Resources Service Center Bldg. #72-1 1511 Pontiac Avenue Cranston, RI 02920 </div> <div> Telephone #: 462-8840 TDD #: 462-8006 (Telecommunication Device for the Deaf) Fax#: 462-8849 </div> </div>	

